

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 99  
JUNE 18, 2014 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, June 18, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:**        **Jill Johnson, Chair**                                **Staff: Pam Dill**  
   **Helen Price Johnson, Member**  
   *District 3 Commissioner – Vacant*

**Staff Present:**    **Bill Oakes, Director, Steve Marx**

**Others Present:** **Elaine Marlow, Budget Director, Larry Van Horn**

Record @ 00:05

**Solid Waste**

**Subject/Description:** **Surplus Resolutions ICO TeeMark Super 6-X Electric Can & Pail Crusher/Model 55 VRS-U Bulb Eater Fluorescent Lamp Crusher**

**Attachment:** Memorandum, Resolutions, Photos

**Action Requested:** Approval of surplus resolutions for disposition of the can and pail crusher and the fluorescent lamp crusher.

**Follow Up:** Okay with Board to move resolutions forward to a Monday agenda.

**Roads**

**Subject/Description:** **Fidalgo Drive Slope Stabilization**

**Attachment:** Memorandum

**Action Requested:** Approval of CRP 14-04; Improvements to Fidalgo Drive between Sand Dollar Lane and Harpoon Road; Total Appropriation: \$205,000.00; Slope Stabilization construction Engineering Cost \$128,103.00.

**Follow up:** Okay with Board to move resolution forward to a Monday agenda.

**Subject/Description:** **SR 20 Morris Road to Jacobs Road Safety Improvement Project**

**Attachment:** Memorandum of Agreement

**Action Requested:** Approval of Memorandum of Agreement between the Federal Highway Administration, the Washington State Historic Preservation Officer, and the Washington State Department of Transportation regarding the SR 20 Morris Road to Jacobs Road Safety Improvements Project.

**Follow Up:** Okay with Board to move forward to a Monday agenda.

**Subject/Description:** **Amendment No. 1 Interlocal Agreement Island County & City of Oak Harbor Agreement Number PW-1020-017**

**Attachment:** Amendment No. 1

**Action Requested:** Approval of Amendment No. 1 to Interlocal Agreement between Island County & the City of Oak Harbor for additional Roadway Maintenance inside and outside the City of Oak Harbor:

- Gun Club Road from North Whidbey Sportsmen's Association access westerly to the end of County Road.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 100  
JUNE 18, 2014 – WORK SESSIONS**

- Tract A, Abutting Lots 87 and 88, being located within the Plat of Patton's Hillcrest Village, Division 4.

**Follow Up:** Postpone decision on amendment to interlocal until after Public Hearing on June 23, 2014 for Petition to Open Unopened County Road Right-of-Way known as Tract A in the Plat of Patton's Hillcrest Village.

**Subject/Description:** County Engineer Report – Vacation of Portion of Ships Haven Drive

**Attachment:** Memorandum, Report of County Engineer

**Action Requested:** The Report from the County Engineer recommends that Island County retain the right-of-way for future public use.

**Follow Up:** Okay with Board to move forward to schedule for public hearing.

**Parks**

**Subject/Description:** Resolution to Submit Applications for Grant Funding Assistance-Trillium Community Forest Trailhead Development

**Attachment:** Memorandum, Resolution

**Action Requested:** Approval of a Resolution authorizing the Public Works Director to submit formal applications to the Washington State RCO, via their Nonhighway and Off-Road Vehicle Activities program, for grant funding assistance to aid in financing the cost of the Trillium Community Forest facility development. The grant amount is approximately \$100,000 which would be used for trail development and the constructing of three parking lots.

**Follow Up:** Okay with Board to move Resolution forward to a Monday agenda.

**Subject/Description:** Painting Four Springs Meadow Room Doors

**Attachment:** Memorandum, photos

**Action Requested:** Approval for the removal of paint and application of primer and paint for 14 metal doors; Estimated Amount: \$2,500-\$3,000.

**Follow Up:** Okay with Board.

**Roads**

**Subject/Description:** 2015-2020 Island County TIP

**Attachment:** Memorandum, Draft 2015-2020 Island County TIP

**Action Requested:** Bill reviewed the projects proposed for the 2015 six-year TIP as well as drainage projects, fish passage culvert projects and Clean Water Utility projects.

**Follow Up:** Continue to a future work session.

**Subject/Description:** 2015-2020 Capital Improvement Plan – Draft

**Attachment:** Memorandum, Draft 2015 Proposed Schedule of Capital Expenditures

**Action Requested:** Larry VanHorn reviewed the Six Year Facilities Plan. Steve Marx reviewed the Six Year Parks Plan. Bill Oakes reviewed the Solid Waste Six Year CIP and Equipment Replacement Plan and proposed schedule of capital expenditures for the six year 2015-2020 CIP.

**Follow Up:** Continue to a future work session.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, June 18, 2014 at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 102  
JUNE 18, 2014 – WORK SESSIONS**

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:48:42

**Subject/Description:** Planning update

**Attachment:** Memo & revenue statistics

**Information:** David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

**Subject/Description:** Interagency Grant Agreement with Washington State Department of Commerce Growth Management Services

**Attachment:** none

**Action Requested:** Approval of Interagency Grant Agreement with Washington State Department of Commerce, Local Government & Infrastructure Division, Growth Management Services; grant will be used to finalize revisions to countywide planning policies, conduct a formal review of the comprehensive plan and development regulations, and expand public outreach efforts; Contract Amount: \$48,000.00.

**Follow up:** Okay with Board to move forward to a Monday consent agenda.

**Subject/Description:** Interagency Grant Agreement with Washington State Department of Commerce Growth Management Services

**Attachment:** none

**Action Requested:** Approval of Interagency Grant Agreement with Washington State Department of Commerce, Local Government & Infrastructure Division, Growth Management Services; National Estuary Program (NEP) – Puget Sound Watershed Protection and Restoration Grant; NEP funding will be used to undertake a multidisciplinary review of our current wetland and critical areas protections, and to integrate various land use, critical area protection, water quality, and habitat restoration programs into a single cohesive policy utilizing a process that considers development activities and critical area impacts on a broad, landscape scale; Contract Amount: \$250,000.00.

**Follow up:** Okay with Board to move forward to a Monday consent agenda.

**Subject/Description:** Transmittal of the Planning Commission's recommendation on proposed amendments to the Island County Comprehensive Plan and Development Regulations to protect Fish and Wildlife Habitat Conservation Areas

**Attachment:** Memorandum dated 6/10/14 from Island County Planning Commission to BOCC RE: Findings of Fact – Amendments to the Island County Comprehensive Plan and development regulations for Fish and Wildlife Habitat Conservation Areas

**Action Requested:** Schedule proposed amendments to the Island County Comprehensive Plan and Development Regulations to protect Fish and Wildlife Habitat Conservation Areas on July 7<sup>th</sup> for Public Hearing on July 21 with the possibility of continuing to July 28<sup>th</sup> and adoption on August 4<sup>th</sup>.

**Follow up:** Planning staff will prepare a memo prior to the next work session providing options to address concerns both the Board and the public had regarding protection of prairies and oak woodlands and ongoing maintenance of agricultural ditches.

**Subject/Description:** Fee schedule analysis

**Attachment:** yes

**Information:** Initial review of permit fee amendments for 2014. Planning staff will route to Public Works and Public Health for comment as well as Skagit/Island Counties Builders Association (SICBA).

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 103  
JUNE 18, 2014 – WORK SESSIONS**

**Follow up:** Continue review to a future work session.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, June 18, 2014, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair                      **Staff:** Pam Dill  
                                 Helen Price Johnson, Member  
                                 *District 3 Commissioner – Vacant*

**Present:** Tony Lam, LaRae Brown

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:06:50

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Tony Lam provided the Board with an update on supplement processing:

- 911 Supplements completed as of June 13, 2014
- No Supplements outstanding for 2012
- 601 Outstanding supplements for 2013

**Island County Auditor  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, June 18, 2014, at 1:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair                      **Staff:** Pam Dill  
                                 Helen Price Johnson, Member  
                                 *District 3 Commissioner – Vacant*

**Present:** Sheilah Crider, Auditor

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:12:00

**Subject/Description:** Amend Credit Card Policy C-59-13

**Attachment:** none

**Action Requested:** Under the current policy Public Works is authorized one card in the amount of \$2500.00. Public Works has requested 2 credit cards; one for Solid Waste and one for Roads.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 104  
JUNE 18, 2014 – WORK SESSIONS**

Each division needs to have a card for the purchase of goods and supplies from vendors and to register employees for training and conferences when vendors do not accept purchase orders.

**Follow up:** Okay with Board. The Auditor's Office will update "Exhibit A" of the credit card policy.

**Subject/Description:** 2013 Audit update

**Attachment:** none

**Information:** SAO Auditors will conduct the annual audit June through August. Leo Kim will facilitate the audit. Island County has been redistricted and is now in the region assigned to the Bellingham SAO team.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, June 18, 2014, at 1:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b> Jill Johnson, Chair Helen Price Johnson, Member <i>District 3 Commissioner – Vacant</i>	<b>Staff:</b> Pam Dill
--	------------------------

**Staff Present:** Keith Higman, Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:26:25

**Administration**

**Subject/Description:** Septic O & M Regulations

**Attachment:** Memorandum approved May 2, 2014 from CHAB

**Information:** At the Island County BOH request, CHAB reviewed existing state and local regulations regarding the operation and maintenance of septic systems. CHAB found that regulations are consistent with state law and recommends the BOH not engage in any significant revisions at this time. Should the BOH elect to revise existing regulations CHAB recommends the BOH explore the possibility of allowing homeowners the ability to self-inspect their slightly more complex septic systems. The BOH could also explore with Public Health staff ways to improve enforcement of existing regulations.

**Follow up:** Continue discussion to July Board of Health meeting.

**Community & Family Health**

**Subject/Description:** Immunization Fee Schedule Update

**Attachment:** Current Fee Schedule (Exhibit A)

**Information:** Approval on a conceptual level to move to a model that uses the Office of Management and Budget (OMB) Circular to determine what the Medicaid reimbursements are for certain charges.

**Follow up:** Continue discussion to a future Board of Health meeting.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 105  
JUNE 18, 2014 – WORK SESSIONS**

**Facilities Department  
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, June 18, 2014, at 2:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Helen Price Johnson, Member  
*Commissioner District 3, Vacant*

**Staff:** Pam Dill

**Staff Present:** Larry Van Horn, Facilities Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 04:12:31

**Subject/Description:** Miscellaneous general updates

**Attachments:** yes

**Information:**

- Jail Elevator Annual inspection – L & I code correction requirements (Larry will verify requirements with Labor & Industries and report back to the Board.)
  - Top escape hatch shall be able to open from the top of the car
  - Door restrictors were required to be installed at the time of installation.
- NW Family Resource Center – Siding Project/Roofing – exploring working with Skagit Community College construction training program for residing project – will report back to the Board.
- LED relighting project for the Commissioners Hearing Room – will provide better lighting, lighting control and energy savings.
- Met with Elaine Marlow to develop a plan to transition Property Management from GSA to Facilities.
- Human Services space needs - Conference call next week with the Department of Commerce that will include Larry, Elaine Marlow and Jackie Henderson.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, June 18, 2014, at 2:40 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Helen Price Johnson, Member  
*District 3 Commissioner – Vacant*

**Staff:** Pam Dill

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 106  
JUNE 18, 2014 – WORK SESSIONS**

**Staff Present:** Elaine Marlow, Budget Director, Don Mason

**Others Present:** Larry VanHorn

Record @ 04:25

**Subject/Description:** Update on county-owned properties that could potentially be surplus

**Attachments:** Memorandum dated 6/12/14 from Don Mason, to BOCC

**Information:** Don Mason briefed the Board on properties owned by Island County that could potentially be surplus. The deed of each property was identified and reviewed to determine how the property was acquired; the type of ownership the county has and if there are any limitations on use or sale of the property.

**Follow-up:** Ongoing project; GSA will continue to research properties.

**Subject/Description:** Conservation Futures

**Attachments:** maps

**Information:** As part of the review of the Conservation Futures Fund program GSA provided maps identifying properties with conservation easements, parks, and tax relief programs.

**Follow up:** Continue discussion to a future work session.

**Subject/Description:** Elected Officials salaries for 2015

**Attachments:** yes

**Information:** Elaine provided background on Elected Officials salaries. Any changes to the salaries must be made before the election on November 3, 2014, effective January 1, 2015. Possible options include:

- Percentage of Commissioner District 3 salary
- Salary Commission
- Percentage Superior Court Judge (Skamania County model)
- Fixed amount adopted by BOCC resolution

The Board expressed interest in the Skamania County model; using a percentage of the Superior Court Judges salary set by the Washington Citizens Commission on Salaries for Elected Officials.

**Follow up:** Elaine will research how the Commission arrives at their percentage of increase, the timeframe for initiating those increases and the average increase.

**Subject/Description:** GSA/Budget Department update

**Attachments:** yes

**Information:** Elaine briefed the Board on Board of Equalization Hearings and the budget call/process.



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 107  
JUNE 18, 2014 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

---

Jill Johnson, Chair

---

Helen Price Johnson, Member

*Commissioner District 3, Vacant*

ATTEST:

---

Debbie Thompson, Clerk of the Board